



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

Sample Letter: School Choice

Date

Name
Address
City, State, Zip Code

Dear

As a result of the federal *No Child Left Behind Act*, your child may have the option to transfer to another school within the district. This has become an option as your child's school has not made adequate yearly progress on the State tests for at least two years.

Your child's school is in **(district chooses one of the following options)**

Option 1 - Year 1 of school improvement which means the school has failed to make adequate yearly progress for 2 consecutive years and is required to offer public school choice

Option 2 - Year 2 of school improvement which means the school has failed to make adequate yearly progress for 3 years and is required to offer public school choice and supplemental educational services

Option 3 - Corrective action which means the school has failed to make adequate yearly progress for 4 years and in addition to offering public school choice and supplemental educational services at least one of the following actions will be implemented:

- Replace school staff relevant to adequate yearly progress;
- Institute and fully implement a new curriculum, with appropriate professional development for all relevant staff;
- Significantly decrease management authority at the school level;
- Appoint an outside expert to advise the school on its progress toward making adequately yearly progress, based on its school plan;
- Extend the school year or school day; or
- Restructure the internal organizational structure of the schools.

Option 4 - Restructuring which means the school has failed to make adequate yearly progress for 5 years and in addition to offering public school choice and supplemental educational services other options might include reopen as a charter school, replace all or most of the staff, enter into a contract with an entity, state takeover, or implement any other major restructuring of the school's governance.

Our district's **(year)** report card and the most recent AYP status report for your school **(enclosed with this letter)** show how your child's school compares to other schools in our district and state. Your child's school has been identified because **(list reasons for identification)**. The school is working to improve the school's academic program by **(list what is being done)**.

The district and the State Board of Education are working with your child's school to help improve the academic standards of the school. This is being accomplished by providing technical assistance to the teachers and administrators within your child's school.

However, this may not be enough and we want to request your help as the school addresses its academic problems. The school would like to invite parents to serve on the committee that will need to develop a school improvement plan. We would also like to involve parents in addressing the academic issues that caused the school to be identified for school improvement.

As a parent you have the option to transfer your child to another public school within the district with transportation provided by the district. A list of these schools is enclosed. ***(If district has a choice agreement with another district, or if no viable option is available, please state here.)***

Please call **(name and number)** if you have any questions about these services. You may also join us to talk about your options on **(date and place)** to help you decide what is best for your child.

Thank you,

District Official

Enclosures: School Report Card
AYP Status Report
List of schools available for student transfers, including information on academic achievement of these schools